

Job Description for Cleaner

School/Service: Devonshire Infant Academy

Post Title: Cleaner

Working hours: 14 hours weekly (3.10pm to 6.00pm) Full time

Salary: Band A (£20258- £20441) PRO RATA

Job Summary:

To undertake, as part of a team and under supervision, the cleaning of designated areas to ensure they are maintained in a clean and hygienic condition.

Your current duties and responsibilities are:

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| 1. | Routine cleaning of premises and furnishings in all room types during term time, to include vacuuming, damp dusting, mopping, machine cleaning floors, polishing and emptying of litter bins. |
| 2. | Periodic cleaning of premises and furnishing during periods of school closure, to include scrubbing/stripping of floors, wall washing, carpet shampooing and cleaning of internal glass |
| 3. | Use of all types of electrical cleaning equipment, e.g. scrubber/polishers, carpet extraction machines subject to appropriate training |
| 4. | Cleaning of toilets and sanitary areas to include where necessary the removal of body emissions to maintain the required standard of hygiene |
| 5. | To work at all times under the direction of the Cleaner in Charge / Site Manager |
| 6. | To inspect and report any defector health and safety issues to the Head Teacher or Site Manager |
| 7. | To replenish all consumables as and when required e.g. soap, toilet paper etc |
| 8. | Use of access equipment to clean areas not accessible from floor level subject to a safe system of work |
| 9. | To participate in the operation of the Council's personal performance Development Scheme |
| 10. | It is the responsibility to carry out their duties in line with Council policies on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with this policy, The Equality Standard and obligations under the Race Relations (amendment) Act 2000 |

Person Specification for Cleaner

School/Service: Victoria Park Primary Academy

Post Title: Cleaner (Band A)

Responsible to: Site Manager

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| Physical | <p>Must be physically fit to undertake the duties.</p> <p>Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the 12 months period prior to the closing date for the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Should any candidate not meet this criteria and choose to include an explanation then this will be considered.</p> |
| Experience | Experience in cleaning role |
| Training | Willing to attend relevant training courses |
| Special Knowledge | Industrial Cleaning Equipment |
| Circumstances | Flexibility to meet the requirements of the post |
| Disposition | <p>Ability to work in a team, to cooperate and be flexible.</p> <p>Ability to use initiative when appropriate</p> |
| Legal Requirements | <p>Enhanced DBS Clearance</p> <p>Awareness of safeguarding responsibilities and to undertake training as appropriate.</p> |